



Excellence for all.

Job Title: Mechanic Student Helper

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under close supervision, assist with variety of routine manual, clerical, technical, and/or inventory activities; and assist with miscellaneous other routine activities as assigned.

Distinguishing Characteristics:

Student Helper Mechanic must be currently enrolled in a qualified mechanic program and work only as directed and supervised.

Typical Activities:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Participate in staff development and in-service training programs as assigned.
- May perform basic related office tasks.
- Assist with basic cleaning and minor repair of various equipment.
- Maintain shop area, equipment, and materials in a safe, clean, and orderly fashion.
- Assist with entry-level work as directed in the inspection, diagnosis, repair and maintenance of buses, automobiles, trucks, tractors, and other District vehicles including gasoline and diesel-powered vehicles.
- Maintain related records.
- Under supervision, operate a variety of specialized electronic diagnosis equipment and machinery; operate a computer terminal to order parts, maintain inventory and update fuel usage and mileage records as assigned.
- Perform pick-up, removal and delivery of equipment, supplies, materials.
- Assist with other routine tasks and activities, as needed.

Qualifications: Must be enrolled full-time in high school or college. Depending on assignment, may require possession of a valid Class C driver license.

Exempt from Merit System: Student Helpers are full-time high school or college students employed part-time on an at-will basis and are, therefore, exempt from the Merit System in accordance with Education Code Section 45256. In this status, Student Helpers cannot obtain regular or permanent employment. Student helpers must provide proof of full-time (12 units) student status prior to hire.

Established: November 2025

Salary Range: Exempt